

Human Resources Best Practices

March, 2021

Orientation Processes

- Everything stays the same. There are no shortcuts in a pandemic.
- All hiring processes must be followed.
- All orientation processes must be followed.
- New hires (including re-hires IF they missed a season) must have full orientation completed prior to start date. NO exceptions.
- Re-hires can have a condensed orientation version but also must be completed prior to first day in the stores.
- ALL must receive the full covid training in addition to the previous requirements.

Seasonal Contracts

- Remember these are seasonal termed contracts. Returning workers are a bonus but they are each individual contracts. Its important to understand and use the proper terminology.
- Must be completed prior to first day in stores-can be done at in person interview.
- New pay rate is \$14.25/hr. Due to pandemic no other increases are being approved at this time.
- These are legal documents. Please ensure accuracy when entering.
- Common contract errors: NO SIN number should be entered
Must be in candidates legal name (no nick names)

Training

- All training is paid time and must be done prior to working in the store. If they have an accident on the job, and this isn't done, we haven't done our due diligence.
- Use the checklist provided to track your document submission. This is your responsibility.
- Please send in documents by employee, do not mix any scans as this makes it difficult for electronic filing.
- Ensure all documents are completed prior to signing.

Required Training

2021 HIRING/PAYROLL FORMS SUBMITTED

 completed or N/A for returning	In-Store Service Work Agreement	Covid-19 Training	In-Store Service Job Description	Employee Information Record	Vehicle Authorization Form	Seasonal In-Store Service Employee Handbook	Orientation Checklist	Job Specific Hazard Training	Worker Health & Safety in 4 Steps (MOL)	Safe Handling Procedures for Shipping Racks	Accessibility Std. for Customer Service Quiz	Integrated Accessibility Stds & Human Rights Quiz	Hiring/Payroll Forms Summary Checksheet
Employee Name													
New Employees													
Returning Employees													

“Confidence comes from discipline & training.”

Training

- Do as much training as possible via phone. (handbook review, rack handling video, customer service, MOLTSD Awareness Certificate, Covid-19 training)
- Meet with new hires at the store or in the garden centre to go over the pronto forms and any in-person training.
 - (Sanitize hands prior and after phone usage & keep physical distance.)
- Have the employees access the documents via the website.
- Those who are able can use adobe fill and scan to complete and send the training forms.

Covid-19 Training

- All merchandising representatives must complete Covid-19 training as part of the orientation process. This includes;
 - 1) Viewing the Covid-19 Home Depot/Jeffery's presentation on the website.
 - 2) Reviewing the Jeffery's Covid-19 Merchandising Memo.
 - 3) Completing the Record of Training form

Remember!

- Never send ANY personal information by email! This includes;
 - SIN number, Driver's License, Banking Info, Health Card.
- Use the secure document transmission button on the website when not including on the prontoform directly.

*Thank you
and*

Cheers to a Great Season!